

DD/A 74-5040

Executive Registry

74-6159/1

24 DEC 1974

MEMORANDUM FOR: Director of Central Intelligence  
 VIA : Deputy Director for Administration  
 FROM : Director of Personnel  
 SUBJECT : 16th Annual Federal Government Accountants Awards Program  
 REFERENCE : Letter to the Director from the President of Federal Government Accountants Association of Washington, dtd 31 October 1974 (attached)

STATINTL 1. Action Requested: That you sign the attached letter nominating [redacted] for a 1974 Federal Government Accountants Award.

2. Background: Referent invited the Agency to submit nominations for the 16th Annual Awards Program of the Federal Government Accountants Association of Washington. This Program is designed to accord special recognition of outstanding achievement in developing and improving financial management in the Government Service. The Agency has had one previous winner of this Award, [redacted] Nominations for this year's award are due by 31 January 1975.

3. Staff Position: This Awards Program is not included in the review of Public Service Awards candidates conducted in April of each year because the awards are intended to recognize contributions during the entire calendar year preceding a January nomination. As in past years, we have contacted the Director of Finance and the Chief, Audit Staff for possible nominees. Mr. [redacted] has been recommended by Finance and there are no other candidates.

The nominating document has been reviewed and concurred in by representatives of the Cover and Commercial Staff and the Office of Security.

STATINTL

4. Recommendation: That you approve the nomination of  
[redacted] for a 1974 Federal Government Accountants  
Award and sign the attached letter to Mr. Wallace Wasserstein.

STATINTL

[redacted]  
F. W. M. Janney  
Director of Personnel

Att

Executive Registry

74-6159/A

27 DEC 1974

Mr. Wallace Wasserstein  
Chairman, Awards Committee  
Federal Government Accountants  
Association  
Post Office Box 423  
Washington, D. C. 20044

Dear Mr. Wasserstein:

In reply to Mr. La Cava's letter of 31 October 1974  
inviting nominations for the Federal Government Account-  
ants Awards Program, I am pleased to nominate [redacted]  
[redacted] of our Office of Finance.

STATINTL

[redacted] has compiled an outstanding record of  
achievement in the field of budgeting, accounting, and  
financial management during his twenty-three years of  
service with the Central Intelligence Agency. His con-  
tinuing contribution to improved financial management in  
the Agency, coupled with his particularly outstanding  
performance during the past year, warrant public recogni-  
tion beyond that which this Agency can offer him.

I wish to thank you and the Officers and Directors  
of the FGAA for continuing this most worthwhile program  
to honor outstanding contributions toward Federal  
financial management objectives.

Sincerely,

/s/ W. E. Colby

W. E. Colby  
Director

Enclosures

STATINTL

OP/BSO/[redacted]:jr (23 Dec 74)  
Revised: O-DD/A:kp (26 Dec 74)

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Originator:

/s/ F.W.M. Janney (24 Dec 74)

Director of Personnel

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**FEDERAL GOVERNMENT ACCOUNTANTS ASSOCIATION OF WASHINGTON**

Founded September 14, 1950

P. O. BOX 423

WASHINGTON, D. C. 20044

PERS 74-4740

October 31, 1974

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Department of the Treasury

Secretary  
Thomas F. Mundell  
Department of the Treasury

Hon. William Colby  
Director, Central  
Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Colby:


The Washington Chapter of the Federal Government Accountants Association is announcing its 16th Annual Awards Program for Outstanding Achievement in the Improvement of Financial Management in the Federal Service. Through this awards program, our Chapter of the FGAA, a professional organization, seeks to stimulate interest in financial management as a professional career in the Government service.

It is a pleasure for me to be in a position to again request your organization's cooperation in identifying Government employees who have made outstanding contributions during Calendar Year 1974 and we welcome nominations from your agency. The nominations should be sent to Wallace Wasserstein, Chairman, Awards Committee, Washington Chapter, Federal Government Accountants Association, Post Office Box 423, Washington, D. C. 20044. Your existing awards program may be used, of course, in making nominations for these awards. The awards will be presented publicly at the regular meeting of the FGAA of Washington May 8, 1975.

Nominations are due by January 31, 1975. Brochures which describe the program and set forth criteria for nominations are enclosed. It is requested that these brochures be given the widest possible dissemination in your organization. Any questions concerning the program may be sent to the above address or discussed with Mr. Wasserstein (964-8543 or IDS Code 184-8543).

The cooperation we have received in the past from your office is appreciated, and we look forward to receiving those nominations which you feel qualify for the described awards.

Sincerely yours,

  
Francis X. La Cava  
President

Enclosures

#### AWARDS COMMITTEE

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Gerald Murphy

#### ANNOUNCING

### THE 16th ANNUAL AWARDS PROGRAM FOR OUTSTANDING ACHIEVEMENT IN THE IMPROVEMENT OF FINANCIAL MANAGEMENT IN THE GOVERNMENT SERVICE



**SPONSORED BY  
FEDERAL GOVERNMENT ACCOUNTANTS  
ASSOCIATION**

**WASHINGTON CHAPTER**

All nominations must be in the hands of the Committee by January 31, 1975. Mailing address as follows:

**W. Wasserstein, Chairman, Awards Committee,  
P. O. Box 423, Washington, D. C. 20044**

**1. PURPOSE.** The purpose of the Federal Government Accountants Awards Program is to accord special recognition of outstanding achievement in developing and improving financial management in the Government Service.

**2. TYPE OF AWARD.** The awards will be honorary in recognition of creative efforts and important contributions toward government financial management objectives. Recognition will be given by the awarding of scrolls to outstanding individuals, or groups, who meet the standards stated in these rules and guidelines.

**3. SELECTION.** From those nominated by the government agencies, selections for the awards will be made by the Awards Committee and approved by the Executive Committee.

**4. ELIGIBILITY.** A. Any member of the FGAA of Washington or any person in the Washington Metropolitan Area who was employed in the Government Service at the time the work being recognized was performed will be eligible for consideration for an Award. B. The individual must have a record of exceptional competence, integrity and devotion to his field of endeavor and his achievement must constitute a notably outstanding contribution to financial administration, accomplished or completed in Calendar Year 1974.

**5. AREA OF AWARDS.** Nominations for awards are requested (see item 7) in the area of financial management as determined by the Awards Committee. This area may include, but is not limited to such activities as:

- a. Accounting systems
- b. Auditing
- c. Budgeting
- d. Accounting operations
- e. Programming
- f. Financial reporting
- g. Automatic data processing
- h. Financial management training
- i. Performance and productivity accounting

**6. GUIDELINES AND EXAMPLES OF ACHIEVEMENT TO BE CONSIDERED.** In selecting candidates for nomination, agencies should consider accomplishments made to implement financial management legislation designed to improve management planning and control techniques and, through better use of information, has resulted in more efficient and economical operations. Examples:

- a. Developed a single integrated financial management system, based on a framework of planning and control by activity and area of responsibility, and utilizing costs as a basis of control at operating levels in tandem with fund management and control only at appropriately higher levels.
- b. Conducted a complete functional analysis of agency operations, resulting in an approved activity account structure, by organization unit, for common use in budget formulation, presentation, and execution; and identification of related quantitative data for regular use in projection and performance evaluation.
- c. Developed and documented an accrual accounting system in conjunction with or in contemplation of inter-

serve through effective reports the informational needs of an existing or planned integrated financial management system.

d. Developed and initiated a comprehensive system for the overall audit of major agency-wide programs.

e. Initiated or developed an automatic data processing system to meet the agency's financial and statistical reporting needs.

f. Developed a comprehensive financial management training program.

g. Conducted a comprehensive financial management study which resulted in the establishment of more efficient and effective management.

**7. NOMINATIONS.** Each nomination should be supported by a written justification which should cite specific examples and details. *The supporting data should be limited to facts, insofar as possible, rather than opinions or conclusions and should not exceed two typewritten pages.* The nomination should include the nominee's name, position, title and grade, organizational location, residence or post office address, education, degrees received and any other pertinent information. Agencies should identify awards made under their existing awards program as a basis for selecting nominees.

**8. PRESENTATION.** The awards will be presented publicly at the regular meeting of the FGAA of Washington May 8, 1975. The award winners will be guests of honor. As much publicity as possible will be given award winners.